

DEPARTMENT OF CHILDREN
AND FAMILIES
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov



State of Wisconsin
Governor Scott Walker

TO: **Income Maintenance Supervisors**
Income Maintenance Lead Workers
Income Maintenance Staff
Training Staff
Child Care Coordinators

FROM: Kath McGurk, Director
Bureau of Early Learning and Policy
Division of Early Care and Education
Department of Children and Families

DECE/BELP OPERATIONS MEMO

No: 18-02

DATE: 01/31/2018

Child Care

SUBJECT: Updates to Wisconsin Shares Policy Manual Chapters 1 and 2

CROSS REFERENCE: Operations Memos [15-13](#), [17-26](#), [17-45](#), and [17-52](#)

EFFECTIVE DATE: January 31, 2018

PURPOSE: This Operations Memo informs local Child Care agency staff that Chapters 1 and 2 of the Wisconsin Shares Child Care Subsidy Policy Manual have been updated with the Operations Memos published from October 2017 to the current date.

BACKGROUND: Several key policy areas have been updated since the previous publication of the Wisconsin Shares Child Care Subsidy Policy Manual on October 30, 2017. Local agency staff are strongly encouraged to thoroughly review the new Chapters 1 and 2. Each change from the previous online version is highlighted in yellow in the online and PDF versions of each chapter.

POLICY: The changes listed below will be incorporated and published in the manual on January 31, 2018. Changes that do not reference an Operations Memo are clarifications that were not published in an Operations Memo.

Chapter 1:

1.1.3 Local Program Administration: Removed the requirements for local agencies to record attendance in the Department's designated automated system for child care providers and to monitor child care provider attendance reports for providers who report attendance online. These requirements became obsolete six months from the last Milwaukee attendance period prior to EBT CSAW as announced in the October 2017 publication of the manual.

1.2 Definitions: Removed the following obsolete terms due to the implementation of My Wisconsin Child Care (MWCC): Attendance Report Form (ARF), Child Care Provider Information (CCPI), Reimbursement, and School Bank Hours. Revised the definition of Parent Share to include any amount charged by the provider that exceeds the subsidy amount and includes the system calculated copayment. Added a new definition for Permanent Loss of Approved Activity.

1.4.7.3 Good Cause Notice: Clarified that parents who are exempt from cooperating with Child Support per [1.4.7](#) or [1.8.2](#), and have no other biological or adopted children which require cooperation with child support, do not need to be provided with the Good Cause Notice for Child Support Cooperation.

1.4.7.5 Good Cause Claim: Clarified that if the parent is also participating in the Wisconsin Works (W-2) program, the Financial and Employment Planner (FEP) determines good cause per [Operations Memo 15-13](#).

1.4.7.9 Determination that Good Cause Does Not Exist: Clarified that if the parent is participating in both W-2 and Child Care, the parent can request a W-2 Fact Finding of the W-2 agency's decision.

1.4.7.11 Good Cause Disputes (Previously titled "Fair Hearing Request"): Clarified that if the parent was participating in both W-2 and Child Care, and good cause for Child Support Cooperation was denied, the parent may request a W-2 Fact Finding to dispute the good cause decision. This change is due to the fact that the W-2 agency made the good cause decision that impacted both Child Care and W-2, and fair hearings are not held to review actions or decisions made by W-2 FEPs.

1.4.8.7 Basic Education, 1.4.8.8 Technical College or Course of Study Leading to Employment, and 1.4.8.9 Online Education: Clarified that there may be an exception to not including study time in the activity schedule if the parent is participating in Tribal TANF or W-2 (see [1.4.8.4](#) and [1.4.8.5](#)).

1.4.10 Approved Activity Search Period: Added a new section to incorporate the three-month approved activity search period, as announced in [Operations Memo 17-45](#). Subsections include "Eligibility for Approved Activity Search Period" and "Starting and Ending an Approved Activity Search Period".

1.6.10 Non-Financial Eligibility Verification: Added additional sources of verification for proof of Social Security Number (SSN) for children for whom assistance is requested.

1.8.2 Exemption from Cooperation with Child Support: Clarified that any other relatives and non-relatives caring for children who are not their biological or adopted children (but do not meet the criteria at [1.8.2](#)) should refer to Section [1.4.7](#), which also exempts them from cooperation with child support for those children.

1.8.4 Request for Assistance (RFA) via Child Welfare Agency: Added a new section for an alternative application process for foster parents, interim caretakers, subsidized guardians, and relatives who have both a Court Order under Wisconsin Statutes Chapters 48, 938, or substantially similar tribal law, and who also receive the Kinship Care payment per [Operations Memo 17-26](#).

1.9.1 Reporting Requirements: Added a requirement for parents to also report provider price discounts, as currently required per [2.5.9.2](#).

1.9.3 Case Transfers: Revised to indicate that the eligibility review date is no longer reset when a case transfers to a different county per [Operations Memo 17-52](#). Added new section [2.2.15 Authorizations and Case Transfers](#) to address authorizations at case transfer.

Chapter 2:

2.1.1.3 Public School Programs and 2.1.1.4 Child Care Regulation Outside of the State: Moved the requirement to report prices to the local authorization agency to [2.5.2 Child Care Provider's Prices](#).

2.1.6 Authorizations for Children Whose Parent is a Child Care Provider (title change): Revised to make this section specific to parents who are child care providers; created new section [2.1.7](#) for child care providers who live with children but are not their parents.

2.1.7 Authorizations for Children Who Live with a Child Care Provider: Created a new section to indicate that children who live with a child care provider who is not their parent may attend any other provider without requesting a waiver. However, the child may not receive an authorization to a child care provider with whom they live.

2.2.4.1 Authorizations During an Approved Activity Search Period: Created a new section indicating that parents participating in a three-month approved activity search period are eligible to receive at least the same level of child care assistance for up to three months in accordance with [Operations Memo 17-45](#). Added policy for two-parent or three-generation households, parents participating in self-employment, and parents who were found eligible but did not have an authorization at the time of the approved activity loss.

2.2.9.4 Scheduled School Closures: Clarified that children in out-of-school suspension are also not eligible for authorizations for days when school is closed.

2.2.9.6 Authorizations for Inclement Weather Related School Closures: Clarified that children in out-of-school suspension are also not eligible for authorizations for inclement weather hours or authorizations during the typical school day. However, expelled children who are considered dis-enrolled may be eligible to receive an authorization during the typical school day (see [2.2.9.3](#)).

2.2.15 Authorizations and Case Transfers: Created a new section to indicate that case transfers within the Western Region for Economic Assistance (WREA) and Northern Income Maintenance Consortia will not result in the authorization ending when the case transfers within either of these consortia; all other case transfers will result in authorizations ending on the last business day of the month that the case transfer occurred. (Previously included in [1.9.3 Case Transfers](#))

2.5.2 Child Care Provider's Prices: Revised to state that public school programs and out-of-state providers must report prices to the local agency or through the Provider Portal. (Previously included in [2.1.1.3](#) and [2.1.1.4](#))

CONTACTS:

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at BROCCPolicyHelpDesk@wisconsin.gov.

For Child Care CARES/CWW and CSAW Processing Questions statewide, and policy questions in Milwaukee County, contact the Child Care Subsidy and Technical Assistance line at: childcare@wisconsin.gov or (608) 422-7200.

DCF/DECE/BELP/ERR